

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: VOLUNTEER COORDINATOR

POSITION LOCATION: ASDB/Tucson

POSITION REPORTS TO: Director of HR - Agency

POSITION SUPERVISES: Volunteers

MINIMUM QUALIFICATIONS: High School diploma, fluency in American Sign Language, experience coordinating events, and training/public speaking

PREFERRED QUALIFICATIONS: Experience working with disabled children; experience with volunteers or community work; experience organizing and motivating people, particularly volunteers; experience working with people with sensory impairments; experience supervising others; ability to work with people from diverse backgrounds; well organized and having leadership skills

MAJOR DUTIES AND RESPONSIBILITIES: Reviews applications, interviews, places, and supervises all volunteers; coordinates agency needs with on-site volunteers; reviews and prioritizes volunteer requests; provides ongoing recognition for all volunteers; recruits new volunteers for the organization; provides ongoing support and training to volunteers; designs and organizes volunteer training; keeps statistics on volunteers and submits monthly reports to the Principal; other related duties as assigned

KNOWLEDGE AND SKILLS: Effective communication skills; skills in organization and scheduling; ability to manage people; and knowledge of all school programs

SPECIAL CONDITIONS/REQUIREMENTS: Must utilize appropriate personal protective equipment as required.

PAY PLAN: <u>Classified</u>	GRADE: <u>08</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
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